

REQUEST FOR QUALIFICATIONS

FOR DESIGN OF

**CONTRACT 2018-03, BART Pedestrian/ Bicycle Connectivity
Project
Federal Project Number CML-5127(036)**

by

**THE
CITY OF PITTSBURG**

RESPONSES DUE:

4:00 p.m., Tuesday, June 11, 2019

City of Pittsburg
Engineering Division
65 Civic Avenue
Pittsburg, CA 94565

Copies of this RFQ, additional documents, exhibits, attachments and addenda (if any) will be made available on the City's website at:

<http://www.ci.pittsburg.ca.us/index.aspx?page=101>

It is the responsibility of the respondent to download additional documents, exhibits, attachments and ensure receipt of addenda, if any, to this RFQ.

CITY OF PITTSBURG

REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE DESIGN SERVICES

Dated: May 21, 2019

INTRODUCTION

The City of Pittsburg requests to receive statements of qualifications from qualified firms in order retain the services of a consulting firm (“Consultant”) to provide professional engineering design for bicycle and pedestrian access improvements to the recently constructed BART station located in the City of Pittsburg.

The City intends to enter into a Consultant Agreement for Engineering Services with the selected firm. The City may not select any firm, dependent on the response received to this request for qualifications (RFQ).

Firms that are currently on the City’s On-Call Civil Engineering list that are interested in participating in the selection process for design services must respond per this RFQ as requirements differ from that of the On-Call list.

The Consultant Agreement will have a negotiated rate schedule established at the time of contract execution. The Consultant Agreement as negotiated may require consideration for approval by the Pittsburg City Council.

The consultant will be paid at an agreed and supported specific fixed hourly rate for each class of employee engaged directly in the work. Such rates of pay include the consultant’s estimated costs and net fee (profit). The specific rates of compensation, except for an individual acting as a sole proprietor, are to include an hourly breakdown, direct salary costs, salary additives, indirect costs, and net fee. Other direct costs may be set forth as an element of the specific rate or may be included as independent cost items.

Questions regarding the RFQ may be submitted by email to 2018-03bidinfo@ci.pittsburg.ca.us. Firms must email this address and requests to be added to the RFQ recipient list in order to receive addenda to this RFQ. Requests to be on the list must include company name, address, phone number, and contact person.

RESPONDING REQUIREMENTS

To be considered for qualifications and potential selection for performing the services requested, interested firms must submit three (3) copies of their response to this RFQ including all items described herein.

All responses must be received no later than the date and time noted above. Responses must be delivered to the City of Pittsburg Engineering Division to the attention of Mahta Khalatbari. The Engineering Division for the City is located on the first floor of City Hall at 65 Civic Avenue, Pittsburg, California 94565.

Submittals received after the date and time listed above will not be evaluated or considered.

The City intends to receive a completed design and bid package by June 2020.

Submittals shall be addressed or hand delivered to:

Mahta Khalatbari
City of Pittsburg
Engineering Division
65 Civic Avenue
Pittsburg, CA 94565

Note: **Submittals must be clearly marked on the exterior “Contract 2018-03 RFQ.”**

BACKGROUND

The City has been approved to receive a federal OBAG-2 Grant in the amount of \$3,870,000 for construction of bicycle and pedestrian improvements to include trails and bicycle lanes from four locations leading to the recently constructed Pittsburg Center BART Station.

The City desires to hire a consultant to perform preliminary engineering, prepare Caltrans right-of-way and environmental approval documents, and eventually the final design upon receiving approval from Caltrans as required for the federally funded design process. Right-of-way will include obtaining Caltrans encroachment permits, easements, private property permit to enter, and utility approvals for work outside of the City's right-of-way.

The consultant shall be familiar with the requirements for preparing bid documents for Caltrans administered federally funded projects.

Upon approval of the environmental and right-of-way documents the selected consultant would then be given authorization to begin preparation of final plans,

specifications, and estimates (PS&Es) in accordance with current design and construction standards for Caltrans administered federally funded projects. The project must meet current Caltrans standards. Final design cannot begin until authorization to proceed with final design is given by Caltrans.

The City also desires that the consultant provide support during bidding with City Staff being the lead for bidding and construction management. Support during bidding shall comprise of assistance in preparation of addenda if required and assistance with Requests for Information.

A separate proposal may be requested at a later date for construction support if it is determined to be necessary. Construction support would include assistance with responding to RFIs, change orders, and submittal review as needed.

The City will not be under any obligation to award any contract as a result of this RFQ. The Consultant selected using this process needs to respond separately to other future City requests for proposals or qualifications to assure consideration.

The project locations are listed in the project description. The sites are available for in person visits and viewing from sidewalks in the public right-of-way as necessary for preparing the response to this RFQ. No job walk will be held by the City.

The City intends to hire a consultant that is capable of preparing the bid documents, Caltrans paperwork, and managing the design of the project with minimal assistance from City Staff. The selected Consultant will be provided with an electronic version of the City's "Draft" Standard Specifications, which are currently in development (unless they are ready as final version). The selected Consultant will use these documents to prepare Special Provisions to be used for bidding that are specific to the project and to comply with Caltrans requirements for federally funded projects. The Consultant shall provide the City a complete set of bid documents.

Upon design completion the Consultant shall provide to the City electronic files and reproducible plans and specifications for bidding. Specifications must be 12 pt. Arial font. Hard copies of plans must be on white bond paper sized 22" x 34".

PROJECT DESCRIPTIONS

The total cost estimate for design, construction, and management of the project included in the grant application is \$4,520,000. The scope of work included in the grant funded project to be included in the design and preparation of the bid package for the four locations is generally described below:

BART Pedestrian Bicycle Connectivity Project Improvements

The improvements to be constructed include:

Location 1 – Class I Path California Avenue (Railroad Avenue to Harbor Street)
Construction Estimate \$1,118,651

1. Widening of California Avenue onto Caltrans right-of-way (contains gas and electrical easements) for parking lane, pull out lane, and class I path
2. Retaining walls
3. Fencing
4. Storm drainage
5. New C.3 basin on vacant lot at NW corner of California Avenue and Harbor Street
6. Signage
7. Striping
8. Trail lighting
9. Landscaping
10. Irrigation

Location 2 – Class I Path (BART Parking Lot to Railroad Avenue)
Construction Estimate \$452,190

1. Class I path
2. 8' security wall
3. Retaining wall
4. Signage
5. Striping
6. Trail lighting
7. C.3 treatment
8. Landscaping
9. Irrigation
10. Security Camera

Location 3 – Class IV Lanes Railroad Avenue (17th Street to California Avenue)
Construction Estimate \$468,780

1. Striping removal
2. Slurry seal
3. Striping
4. Signage

Location 4 – Class I Path Railroad Avenue (Delta DeAnza Trail to Highway 4)
Construction Estimate \$1,310,920

1. Class I path

2. Driveway crossings
3. Concrete crosswalks
4. Trail lighting
5. Signage
6. Striping
7. 8'soundwall
8. Bus shelter
9. Benches/hardscape
10. Irrigation
11. Landscaping

ADDITIONAL INFORMATION AVAILABLE

Additional information that is listed as provided with this RFQ must be retrieved from the City's website by visiting the link below:

<http://www.ci.pittsburg.ca.us/index.aspx?page=101>

Required Caltrans forms available at City's website (link provided above):

1. Exhibit 10-I - Notice to Proposers DBE Information (for information only)
2. Exhibit 15-H - DBE Information – Good Faith Efforts (It is recommended that proposer prepare and submit a GFE even if meeting the DBE goal) (submit with SOQ)
3. Exhibit 10-O1 – Consultant Proposal DBE Commitment (submit with SOQ)
4. Exhibit 10-O2 Consultant Contract DBE Commitment (submit if selected for contract)
5. Exhibit 10-Q - Disclosure of Lobbying Activities
6. Exhibit 10-K Indirect Cost Management (submit if selected for contract)
7. Exhibit 10-H3 Cost Proposal (submit if selected for contract)

Additional information and exhibits available at City's website (link provided above):

1. Copy of this RFQ
2. OBAG-2 Grant Application
3. Vicinity Map
4. Overall Location Map
5. Conceptual Plans – Cross Sections
6. Location 1 Estimate
7. Location 2 Estimate
8. Location 3 Estimate
9. Location 4 Estimate

SCOPE OF SERVICES

The scope of services to be requested of the selected firm are expected to include but not necessarily be limited to the following tasks:

1. Obtain background design information.
2. Perform site investigations and studies as required.
3. Prepare preliminary plans for use in obtaining environmental and right-of-way approval (35% draft plans).
4. Obtain encroachment permits, easements, and utility approvals
5. Preparing Caltrans right-of-way certification documents
6. After submitting 35% draft plans, pause work until environmental and right-of-way approval is received from Caltrans or FHWA before starting final design.
7. Prepare draft plans, specifications, and detailed cost estimates with a minimum of four progress submittals at 35%, 65%, 95%, and 100% (plans and estimate only for 35% and 65% submittals)
8. Prepare final reproducible plans and specifications with a final cost estimate and submit to City in electronic and hard copy format (6sets)
9. Project meeting coordination and minutes preparation
10. Coordination with outside agencies, property owners, and utilities
11. Development of a detailed project schedule with monthly updates
12. Include in bid documents the required language and forms per Caltrans Local Assistance Procedures Manual – Chapter 12
13. Support during project bidding (to be performed as requested)
14. Complete Caltrans Exhibit 17-F – Final Report Utilization of Disadvantaged Business Enterprises along with first-tier subcontractors
15. Preparation of Caltrans Exhibits 12-A – Estimate and 12-C PS&E – Certification for Caltrans construction authorization

CONSULTANT QUALIFICATION AND SELECTION PROCEDURE

The Selection Panel will be composed of City Staff.

The Selection Panel will review written submissions, screen the submissions for the top three firms (short list). All firms submitting will be notified of the short list in writing.

Short listed firms may be asked to be present for an interview by City Staff. The City reserves the right at all times to issue additional RFQ's for specific projects and/or the right to short list and/or select without an interview and issuing and/or

requesting additional information from the qualified firms on the short list.

The City reserves the right to reject any and all proposals received in response to this RFQ. The City is under no obligation to award and/or enter into any contract. Financial or time limits may be extended at the City's discretion.

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A submittal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any submittal is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of submittal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of submittal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

The proposals will be evaluated and scored based upon the following:

- 1. Resource capability (10 points)**
 1. Firm's ability to include or get input from internal staff or other company offices as needed during design for relevant expertise and plan review
 2. Firm's ability to include or get input from sub-consultants as needed if relevant expertise is not available from internal staff

- 2. Personnel related experience (20 points)**
 1. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
 2. Key positions required to execute the project team's responsibilities are appropriately staffed.

- 3. Firm's related experience (15 points)**
 1. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants for projects similar in nature, if not matching, the scope of work included in the project.

- 4. Firm's ability to complete federal aid projects (15 points)**
 1. Demonstrated knowledge and experience by key staff of the documents, documentation, and steps required to prepare PS&E documents for federally funded projects as a design consultant.
 2. Demonstrated knowledge and experience by key staff with including necessary language and forms required by Caltrans and FHWA in bid documents for contractors.

- 5. Project management approach (10 points)**
 1. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 2. Team successfully addresses design and construction constraints for work within an active public right-of-way.
 3. Project team and management approach responds to project issues.
 4. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.

- 6. Project schedule (10 points)**
 1. Schedule shows completion of the work within or preferably prior to June 2020.
 2. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance and Caltrans review/approval.
 3. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFQ.

- 7. Familiarity with Public Works Projects (20 points)**
 1. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 2. Team leadership understands the nature of public sector work and its decision-making process.
 3. Proposal responds to the need to assist the City during the project.

SUBMITTAL FORMAT/INFORMATION REQUIREMENTS

The nature and form of response is at the responder's discretion. It must not exceed a total of twenty (20) single-sided, or ten (10) double-sided, 8.5" x 11" pages plus a cover letter for the initial submission. An hourly rate schedule and key staff resumes shall also be included. The hourly rate schedule, key staff resumes, and Caltrans/FHWA forms required with the submittal are not counted toward the allotted number of pages.

Three copies are required. As a minimum, the proposal should contain the following information:

1. Date of proposal.
2. Copy of signed addenda to acknowledge receiving the addenda if any are issued (addenda will be emailed to firms on RFQ recipient list)
3. Legal name, address, and telephone and fax numbers of the principal office (national headquarters) and local office. If services will be provided from additional locations, provide this information for these sites also.
4. Year established.
5. Type of organization (partnership, corporation, etc.).
6. Name, title, address, and telephone and fax numbers and E-mail address of the person to whom correspondence should be directed
7. Names of principals, their professional qualifications and registration numbers.
8. Information on staff that will be responsible for the project, their professional qualifications, and resumes of experience.
9. Information with relevant details on at least three past related projects which you would like the City to consider in evaluating your qualifications for selection
10. References for at least five of your most current related projects, including contact names and phone numbers (email address if available).
11. Describe your staffing availability or how you will staff up or partner to meet the requirements of this contract.
12. Describe your firm's project management organization and approach.
13. Demonstrate ability to coordinate the work between various engineering disciplines to produce complete and accurate designs.
14. The Consultant shall be compensated for the services it furnishes to the City on a time and expense basis. A copy of the consultant's schedule of hourly rates and reimbursable expenses shall be submitted with the proposal.
15. Provide a project schedule assuming a start date of July 1, 2019.
16. Completed DBE form Exhibit 15-H – DBE Good Faith Effort (recommended even if meeting the DBE Goal).
17. Completed federally funded project forms Exhibit 10-O1 – Consultant Proposal DBE Commitment and Exhibit 10-Q - Disclosure of Lobbying

Activities.

18. If selected Prepare Exhibit 10-O2 – Consultant Contract DBE Commitment (This will be required prior to entering into a contract with the selected firm)

Each applicant shall bear all costs associated with their response to this RFQ. All submittals will become, and remain, the property of the City of Pittsburg. Submittals or additional information received by the City after the submittal deadline will not be considered in the selection process unless additional information was requested by the review panel. If in the City's opinion participation with this RFQ was not adequate, additional RFQ's may be issued.

FEDERAL AID PROVISIONS

This is a federally funded project with Disadvantaged Business Enterprise (DBE) Goals.

The Disadvantaged Business Enterprise (DBE) Goal for design work on this project is 14 percent (14%).

The proposing Consultant's services are federally funded, which necessitate compliance with additional requirements. Special attention is directed to the attached Local Assistance Procedures Manual (LAPM) Exhibit 10-I, Notice to Proposers DBE Information. The proposing Consultant shall complete and submit the attached forms with the proposal to be considered responsive.

This solicitation is financed in whole or in part with Federal funds and therefore subject to Title 49, Code of Federal Regulations, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". To ensure equal participation for Disadvantaged Business Enterprise (DBE) groups specified in 49 CFR 26.5, a DBE participation is required. Only participation by certified DBEs will count toward the contract goal for this solicitation. In order to count toward a contract goal, a firm must be certified by the California Unified Certification Program (CUCP) and possess the work codes applicable to the type of work the firm will perform on the Agreement by the SOQ submittal due date. For a list of work codes, go to http://www.dot.ca.gov/hq/bep/find_certified.htm.

It is the proposer's responsibility to verify that the DBE firm is certified as a DBE by the specified SOQ submittal due date and time. For a list of DBEs certified by the CUCP, go to: http://www.dot.ca.gov/hq/bep/find_certified.htm.

Required forms will be made part of the agreement. Failure to meet the DBE goal or Good Faith Effort requirements and provide required DBE participation at due

date and time of SOQ submittal may result in the SOQ submittal being rejected as non-responsive.

Federal and/or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft Agreement.

Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with the agreement a completed Exhibit 10-02 Consultant Contract DBE Commitment.

Consultant shall demonstrate familiarity of providing services for federally funded projects and has clear understanding of requirements needed to facilitate the project through Local Agency Local Assistance and Local Assistance Procedures Manual.

OTHER REQUIREMENTS

A contract will not be awarded to a consultant without an adequate financial management and accounting system as required by 49 CFR Part 18, 48 CFR Part 31, and 2 CFR Part 200. See also, Division of Local Assistance - Office Bulletin DLA-OB 13-07R – Safe Harbor Rate for Consultant Contracts (Revised – July 3, 2018) available at http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/2013/ob13-07r.pdf.

The Consultant will be expected to execute the City's Consultant Agreement. A sample copy of the Consultant Agreement is available via email upon request. Special requirements of the agreement include insurance coverage amounts and submittal of worker's compensation and liability insurance certification. The selected consultant, and sub-consultants, and contractors, will be required to obtain a City business license prior to starting work.